


Date: September 4, 2008

To: Henry L. Gardner, Executive Director

From: Patricia M. Jones, Assistant Executive Director
Herbert L. Pike, Finance Director 

Subject: **Report on Diversity and Business Opportunities - FY 2007/08**

This status report summarizes ABAG's business opportunities, recruitment, promotion and training activities during FY 2007-2008 (ending June 30, 2008) and recommends programs that will continue our record toward improving the Agency's diversity.

Executive Summary

In a small agency such as ABAG (73 employees) there are limited opportunities for employment and promotion. However, during this past fiscal year, ABAG was able to add four females and two males to our professional staff. We promoted one Hispanic female, one White female, one Asian male and one White male all within the professional level.

ABAG's Diversity Program has three goals:

- To achieve in major job classifications (Management, Professional, Support) the same proportion of under-represented group members as exists in the nine-county San Francisco Bay Area labor force;
- To provide opportunities for all under-represented group members employed by ABAG to participate in training and education programs that will improve their personal advancement and contributions to the work of the Agency; and
- To ensure that the promotion of under-represented group members employed by ABAG be consistent with relevant skills, experience and background of the employees, performance requirements of higher job classifications and the needs for particular skills and positions in the Agency's work program.

This policy is consistent with the requirements and objectives set forth in Title VII of the Civil Rights Act of 1964 (42 U.S.C. § 2000e); the Age Discrimination in Employment Act of 1967 (29 U.S.C. § 621 et seq); Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. § 793); the Americans With Disabilities Act (ADA) of 1990 (42 U.S.C. § 12101 et seq); and California Government Code Sections 12940 et seq.

The following table shows the racial make-up of the total population and the labor force in the nine Bay Area counties. This reflects 2000 census information.

BAY AREA NINE COUNTIES	TOTAL POPULATION	18 & Older (Labor Force)
RACIAL MAKE-UP	6,783,760	5,181,902
Amer. Indian, Eskimo & Aleut	0.6%	0.6%
Asian & Pacific Islander	19.5%	19.8%
Black	7.5%	7.1%
Hispanic*	19.4%	16.9%
Others	9.2%	8.1%
White	58.1%	60.6%
Two or More Races	4.9%	3.8%

The racial make-up of the three counties (Alameda, Contra Costa and San Francisco) from which ABAG staff is primarily drawn differs from the nine-county Bay Area as shown below.

ALAMEDA, CONTRA COSTA AND SAN FRANCISCO COUNTIES	TOTAL POPULATION	18 & OLDER (Labor Force)
RACIAL MAKE-UP	3,169,290	2,450,122
Amer. Indian, Eskimo & Aleut	0.6%	0.6%
Asian & Pacific Islander	20.7%	20.9%
Black	11.5%	10.7%
Hispanic*	17.4%	15.2%
Others	8.1%	7.1%
White	54.0%	56.6%
Two or More Races	5.1%	4.0%

*Persons of Hispanic origin may be of any race. Percents of White, Black, Asian and Pacific Islander, American Indian, Eskimo and Aleut, Others and Two or More Races may not total 100 percent due to rounding of decimals. Persons who identified themselves in the 2000 census as of Hispanic origin are also included in the racial categories.

Current Composition of Staff

The table below shows the composition of the ABAG staff as of June 30, 2008. Of 73 employees, 47 are White (65 percent); 12 are Asian (16.5 percent); 9 are Black (12 percent); 4 are Hispanic (5.5 percent); and 1 is Other (1 percent). On June 30, 2007, ABAG had 77 employees; the composition was 60 percent White, 17 percent Asian, 14 percent Black, 6 percent Hispanic and 3 percent Other. Because of the relatively small size of the staff, the addition or loss of one or two employees appears significant in percentages.

Progress towards diversity shows some variations for different under-represented members when examined by classification. Hispanics are not currently represented in the management and support classifications. As opportunities become available additional effort will be made to recruit this group.

ETHNIC BREAKDOWN BY CLASSIFICATION								
Race	Management		Professional		Support		Total	
Amer. Indian	--		--		--		--	
Asian	1	11%	8	15%	3	30%	12	16.5%
Black	1	11%	3	5.5%	5	50%	9	12%
Hispanic	--		4	7.5%	--		4	5.5%
Others	--		1	2%	--		1	1%
White	7	78%	38	70%	2	20%	47	65%
Total	9	100%	54	100%	10	100%	73	100%

An examination of the composition of staff by classification and sex in the following table shows a need for more females in management and more males in professional and support classifications.

STAFF COMPOSITION BY CLASSIFICATION & GENDER				
Management (9)		Professional (54)	Support (10)	Total (73)
Male	(7) 78%	Male (20) 37%	Male (3) 30%	Total (30) 41%
Female	(2) 22%	Female (34) 63%	Female (7) 70%	Total (43) 59%

During FY 2007-2008, eleven staff members left the Agency. Nine resigned and two retired. Eight of the eleven members were women or minorities.

	White*	Black	Asian	Hispanic	Male	Female
Management	1	--	--	--	--	1
Professional	7	1	--	--	5	3
Support	--	1	1	--	--	2
Totals	8	2	1	--	5	6

*White includes American Indian and Other

Recruitment

During FY 2007-2008, the Agency added six staff members. Four of whom are female.

	White*	Black	Asian	Hispanic	Male	Female
Management	1	--	--	--	--	1
Professional	4	--	--	--	2	2
Support	1	--	--	--	--	1
Totals	6	--	--	--	2	4

*White includes American Indian and Other

Job openings were advertised in the Sunday issue of the San Francisco Chronicle, Oakland Tribune/Alameda Newspaper Group, and/or the Santa Rosa Press Democrat, Western City Magazine, and other specialized publications. Agency job openings were posted on the Internet and the application was available online.

Interview Panels have, whenever possible, included under-represented group members as well as both genders. This policy will continue. The Human Resources Manager and hiring manager select applicants for interview without knowledge of their ethnic status. If, however, this process does not produce representatives of under-represented groups, they are asked to re-examine the credentials of under-represented candidates. Whenever possible, qualified under-represented applicants are invited to interview.

The following table presents the salary breakdown for classified staff by race and sex as of June 30, 2008.

ASSOCIATION OF BAY AREA GOVERNMENTS
COMPOSITION OF CLASSIFIED STAFF BY SEX, RACE AND SALARY RANGE
(As of June 30, 2008)

SALARY RANGE	WHITE*		BLACK		ASIAN		HISPANIC		SUB-TOTAL		TOTAL
	M	F	M	F	M	F	M	F	M	F	
MANAGEMENT											
\$115,008-\$151,704	6	1	--	1	1	--	--	--	7	2	
SUBTOTAL	6	1	--	1	1	--	--	--	7	2	9
PROFESSIONAL											
\$94,740-\$114,816	1	1	--	--	1	--	--	1	2	2	
\$74,880-\$99,348	2	6	1	--	1	--	--	1	4	7	
\$68,148-\$82,212	5	6	--	1	3	--	--	--	8	7	
\$56,712-\$68,148	4	9	--	1	1	--	1	1	6	11	
\$49,416-\$59,304	--	5	--	--	--	2	--	--	--	7	
SUBTOTAL	12	27	1	2	6	2	1	3	20	34	54
SUPPORT											
\$44,748-\$54,036	--	1	--	3	--	1	--	--	--	5	
\$38,880-\$47,124	--	--	--	2	2	--	--	--	2	2	
\$35,232-\$42,828	--	--	--	--	--	--	--	--	--	--	
\$30,300-\$37,008	1	--	--	--	--	--	--	--	1	--	
SUBTOTAL	1	1	--	5	2	1	--	--	3	7	10
	WHITE*		BLACK		ASIAN		HISPANIC		SUB-TOTAL		TOTAL
	M	F	M	F	M	F	M	F	M	F	
TOTAL	19	29	1	8	9	3	1	3	30	43	73

*White includes American Indian and Other

Internship Program

In addition to our traditional summer intern program, the Tranter-Leong Graduate Student Intern Program allows students to receive experience in their field of study and provides valuable practical experience for those planning a career in public administration. The Internship Program consistently attracts a high caliber of applicants. The Agency received a total of 47 applications and hired 8 interns who were continuing or had just completed their education. Of the 8 interns, 5 were White (62.5 percent), 2 were Asian (25 percent), and 1 was Black (12.5 percent).

Training

It is the Agency's policy to encourage staff to participate in training to enhance their performance and develop skills for future growth. Fifty-two employees participated in 118 classes with the assistance of our training and development program. The Agency's expenditure was \$29,797 which compares to \$25,176 invested in FY 06/07 and \$19,149 invested in FY 05/06. The participants were from every classification and represented all races and genders. Although not represented in these numbers, the Agency encourages and supports managers and professionals to participate in workshops and associations related to their field. The expenditures for these on-going professional development programs are included in individual program and project budgets.

All program managers will be encouraged to promote the professional growth of their staff. Since funds are limited, they should be allocated to assist those efforts that enhance the position-related qualifications of regular staff members. A special effort will be made to identify under-represented group members who need guidance and encouragement, as well as financial help, to further their careers. This is especially true for those interested in completing their college education.

Promotions

There were four promotions during this fiscal year. Two of those promoted were women. Three of the four promotions were women or from an underrepresented group. All four members were promoted within the professional level.

Business Opportunities - FY 07/08

Our adopted diversity policy states in part that:

“ABAG will, in its contracts with third parties for technical, consulting or other professional and non-professional services, comply with Federal rules regarding third-party relationships. ABAG will solicit proposals: from consultants with the required expertise who have protected group representatives among their employees, and from protected group consultants with the required expertise.”

In this spirit during FY 07/08, ABAG used – and in most cases continues to use – the MBE/WBE firms, organizations or companies presented on Tables I and II.

In the past year, the agency consulting/service contracts with MBE/WBE organizations totaled \$1.31 million representing an increase of 25.3% from FY 06-07. Our MBE/WBE contracts as a percentage of total business increased from 21.5% in FY 06-07 to 22.9% in FY 07-08.

Conclusion

Progress toward achieving and maintaining a diverse workforce continues to be a challenge. As in previous years, we continue to seek Hispanic applicants to round out ABAG’s diverse workforce. We will also continue to reach out and provide contracting opportunities to as many under-represented groups as possible, while maintaining our requirements of excellence.

TABLE I: LIST OF FIRMS/CONTRACTS BY NAME

COMPANY	NATURE OF WORK	TYPE	FY2007/08 (\$'000)	FY2006/07 (\$'000)	Change FY2006/07 to FY2007/08
Accent Service Company Inc	Custodial Services	Asian	28	7	
Alonzo Printers	SFEP Printers	Hispanic	26	14	
Ankrum, Kathryn A	SFEP Consultant	Woman	10		
Bon Appetit Catering	Catering Services	African American	46		
Brockbank, Marcia	SFEP Consultant	Woman	4		
Budget Data Mailing	Mail House	African American		4	
Calflora Database	SFEP Consultant	Woman	4		
Career Alliance	Temporary Personnel Agency	African American	174	60	
Chigbu, Paulinus	SFEP Consultant	African American	2		
Coale, Kristi	SFEP Consultant	Woman	5	6	
Collins, Laurel	SFEP Consultant	Woman	3		
Deakin, Elizabeth	Consultant	Woman		1	
Digital Hive	Haz Waste/Green Business	Woman		3	
Distinguished Charters LLC	SFEP - Bus Charter	African American		1	
Ely, Eleanor	CALFED Consultant	Woman	8	7	
Fastsigns	SFEP Signs	Asian		2	
Fong and Fong Printers Lithographers	Printing	Asian		10	
Frye Claims	Claims Auditors/PLAN Corp.	African American		7	
GMG Janitorial Inc.	Janitorial	Woman		4	
Goodwin Consulting Group Inc	Consultant	Woman	26	14	
Goza Gear	Bay Trail Supplier - Promo Item	Hispanic	1	2	
Hall Enterprises Inc	PLAN Dept Legal Counsel	Woman	18		
Hood, Walter	General Assembly Speaker	African American	1		
Innes, Judith e	SFEP Consultant	Woman	7		
Jameson, Anand	SFEP Consultant	Asian	2	2	
Jeanne Perkins Consulting	Consultant	Woman	96	37	
JP Graphics Inc	SFEP Printer	Woman	5		
JT Litho	Printing	Asian	62	101	
Krieshok, Lisa	SFEP Consultant	Woman	1		
Leyva, Jacquelyn	SFEP Consultant	Woman		1	
Lisowski, Nina	Estuary Project Consultant	Woman	4	3	
LunchStop Café Metro	Food Service	Asian	14	12	
Meyer, Judith L	SFEP Consultant	Woman	4	1	
Microgear, Inc.	Computer Supplies/Maintenance	Asian	28	35	
Morrison O'Hara	Engraving/Awards	Woman	1	0	
Netlogix	Training Workshop & Lunch	African American		2	
Oakland Marriott City Center	Conference/Workshop	Asian		6	
On A Roll	Catering Services	Asian	1		
Pastor, Manuel	General Assembly Speaker	Hispanic	2		
Pestec	SFEP Consultant	Hispanic	2		
Promotiva	SFEP Supplier - Promo Items	Asian		10	
Software House Inter	Agency Computer Supply	Asian	5		
SSP Data Products	Consultant Agency Computer Supp	Asian	36	16	
Variable Path Inc	Computer Supplies/Maintenance	Asian	2		
V-Soft, Inc	Database Consultant	Asian	174	176	
TOTAL			1,309	1,045	25.3%

TABLE II: LIST OF FIRMS/CONTRACTS BY TYPE

COMPANY	NATURE OF WORK	TYPE	FY 2007/08 (\$,000)	FY 2006/07 (\$,000)	CHANGE FY2006/07 to FY2007/08
Asian					
Accent Service Company Inc	Custodial Services	Asian	28	7	
Fastsigns	SFEP Signs	Asian		2	
Fong and Fong Printers Lithographers	Printing	Asian		10	
Jameson, Anand	SFEP Consultant	Asian	2	2	
JT Litho	Printing	Asian	62	101	
LunchStop Café Metro	Food Service	Asian	14	12	
Microgear, Inc.	Computer Supplies/Maintenance	Asian	28	35	
Oakland Marriott City Center	Conference/Workshop	Asian		6	
On A Roll	Catering Services	Asian	1		
Promotiva	SFEP Supplier - Promo Items	Asian		10	
Software House Inter	Agency Computer Supply	Asian	5		
SSP Data Products	Consultant Agency Computer Supply	Asian	36	16	
Variable Path Inc	Computer Supplies/Maintenance	Asian	2		
V-Soft, Inc	Database Consultant	Asian	174	176	
Asian Subtotal		Asian Total	353	376	-6.0%
African American					
Bon Appetit Catering	Catering Services	African American	46		
Budget Data Mailing	Mail House	African American		4	
Career Alliance	Temporary Personnel Agency	African American	174	60	
Chigbu, Paulinus	SFEP Consultant	African American	2		
Distinguished Charters LLC	SFEP - Bus Charter	African American		1	
Frye Claims	Claims Auditors/PLAN Corp.	African American		7	
Hood, Walter	General Assembly Speaker	African American	1		
Netlogix	Training Workshop & Lunch	African American		2	
African American Subtotal		African American Total	223	74	202.0%
Women					
Ankrum, Kathryn A	SFEP Consultant	Woman	10		
Brockbank, Marcia	SFEP Consultant	Woman	4		
Calflora Database	SFEP Consultant	Woman	4		
Coale, Kristi	SFEP Consultant	Woman	5	6	
Collins, Laurel	SFEP Consultant	Woman	3		
Deakin, Elizabeth	Consultant	Woman		1	
Digital Hive	Haz Waste/Green Business	Woman		3	
Ely, Eleanor	CALFED Consultant	Woman	8	7	
GMG Janitorial Inc.	Janitorial	Woman		4	
Goodwin Consulting Group Inc	Consultant	Woman	26	14	
Hall Enterprises Inc	PLAN Dept Legal Counsel	Woman	18		
Innes, Judith e	SFEP Consultant	Woman	7		
Jeanne Perkins Consulting	Consultant	Woman	96	37	
JP Graphics Inc	SFEP Printer	Woman	5		
Krieshok, Lisa	SFEP Consultant	Woman	1		
Leyva, Jacquelyn	SFEP Consultant	Woman		1	
Lisowski, Nina	Estuary Project Consultant	Woman	4	3	
Meyer, Judith L	SFEP Consultant	Woman	4	1	
Morrison O'Hara	Engraving/Awards	Woman	1	0	
Okamoto, Ariel Rubis	SFEP Consultant	Woman		20	
Patton, Joan	Estuary Project Consultant	Woman	24	31	
Pristia, Elizabeth	Consultant/PLAN Corp.	Woman	3	2	
Real Facts	Info/Analysis Supplies	Woman	2		
Safety Compliance Management	Training	Woman	336	356	
Sloan, Roberta	SFEP Consultant	Woman	25	8	
Sullivan, Veronica	SFEP Consultant	Woman	2		
TDC Environmental LLC	SFEP Consultant	Woman	79	74	
Tharp-Hamilton Woodworking	SFEP Consultant / Staff Time	Woman		7	
Thompson, Carol	SFEP Consultant	Woman		4	
Thomton, Carol	SFEP Consultant	Woman	36		
Women Subtotal		Woman Total	703	579	21.4%
Hispanic					
Alonzo Printers	SFEP Printers	Hispanic	26	14	
Goza Gear	Bay Trail Supplier - Promo Items	Hispanic	1	2	
Pastor, Manuel	Genreal Assembly Speaker	Hispanic	2		
Pestec	SFEP Consultant	Hispanic	2		
Hispanic Subtotal		Hispanic Total	30	16	84.1%
Total MBE/WBE			1,309	1,045	25.3%
Total ABAG Consulting/Service Contracts			5,719	4,865	
Percent MBE/WBE of Total Consulting/Service Contracts			22.9%	21.5%	